

POSITION MANAGEMENT AND COMPENSATION DIVISION


ANNUAL REPORT

1 July 1968 - 30 June 1969

SECTION I. Major Accomplishments and Developments During Fiscal Year 1969

The objective of the Division continues to be the administration of an effective position management and compensation system. During the year numerous studies of pay and pay practices in other agencies and industry were made to insure that grade and pay levels, and position management and compensation policies were competitive.

Major accomplishments have included studies of comparability, pay and compensation practices throughout the government and industry, the maintenance of average grade and upper level position structures, the evaluation of supergrade and SPS positions, the maintenance of numerous advanced rate pay schedules and the administration of wage rates for numerous categories of wage employees. A statistical summary of major activities is as follows:

POSITION SURVEYS AND INDIVIDUAL ACTIONS					Workload - 30%
<u>Organization</u>	<u>Number Surveys</u>	<u>Number Positions</u>	<u>Positions Audited</u>	<u>Descriptions Written</u>	<u>Positions Classified</u>
DCI	5		80	68	80
DDS	13		481	271	547
DDI	7		400	248	400
DDP	9		872	428	874
DDS&T	8		245	78	245
TOTALS	42		2078	1093	2146

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Position surveys were conducted by study of Agency organizations to determine effective staffing and alignment. No overseas surveys were conducted during the year. Domestic surveys were fairly extensive though not as great as for the preceding year. Evaluation and classification were based on techniques including ranking, internal comparison, comparison with standards and with positions throughout the Government and industry. Continuing emphasis has been on the maintenance of a sound position structure.

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EXTERNAL WAGE AND SALARY DATA

Workload - 1%

Number Documents

Number Wage Categories

20

500

Documents are published by other Government agencies and private organizations that relate to pay and procedural practices. They include standards, guides, reports, pay plans, position descriptions and statistical information on pay methods and procedures.

SPECIAL STUDIES AND STAFF SERVICES

Workload - 38%

1. The Agency Handbook of Occupational Titles and Codes was completely revised and a new handbook issued to all interested components.
2. Arrangements were made to provide for processing new pay rates resulting from the survey made by the Bureau of Labor Statistics and the Civil Service Commission and effective 13 July 1969.
3. Advanced rate schedules were established for nine different categories of employees including scientific, engineering, operations research, medical officer, accountant, cartographer, psychologist, mathematician, and nurse.
4. The survey of Agency supergrade and SPS positions was completed and approved and the positions were established on the Staffing Complements.
5. A study was made of clerical employees pay in industry as reported by the American Management Society and the Bureau of Labor Statistics.

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7. The study of Commo Tech-Crypt and Commo Tech-Radio positions, involving comparison with State Department, NSA, FAA and GSA positions, was completed with the determination that higher grades were justified. Upgradings of between [REDACTED] positions were involved.

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8. A field trip was made to field [REDACTED] installations of OSA and OSP in the Directorate of Science and Technology to study position management problems.

- 25X1A1d 9. Position reductions required by the BALPA ceiling reductions were made and all components were reduced to BALPA ceiling. However, in the case of [REDACTED] were not covered under the BALPA reductions are still included in the Staffing Complements so that Staffing Complements do not reflect actual BALPA ceiling.

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10. A severance pay plan for employees at the [REDACTED] of [REDACTED] was developed and issued. This plan was based on local practice.

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11. Numerous studies were made to correct misassignments of employees on Staffing Complements involving cases where employees were actually assigned elsewhere than shown on the Staffing Complement.

12. The PMCD history was completed and submitted for approval.

13. A study was made in the Clandestine Service with the objective of providing better career opportunities for women in lower grade technical jobs. This has involved the conversion of Operations Officer positions in lower and intermediate grades to Intelligence Analyst positions.

14. A study was made of the problems involved in reverting to the two-grade promotion system for professional employees which is followed in other agencies. A report recommending conversion to the two-grade promotion system was developed for consideration by the Executive Director-Comptroller.

15. Studies were made of the special contracting and procurement functions for ORD and OEL and for a position in the O/DDS&T responsible for reviewing and approving such contracts.

16. Increases in pay for Executive Pay level, supergrade and SPS positions over \$28,000 were processed effective 23 February 1969, the first day of the first pay period beginning after the thirtieth day following the transmittal of the proposal by the President to the Congress.


FORMAL TRAINING 2%

OTHER OVERHEAD-PRIMARILY LEAVE 12%

SECTION II. Objective for Current Year and Status of Current Program
(1 July 1969 - 30 June 1970)

POSITION SURVEYS

During the current year it is anticipated that additional surveys will be initiated in all components of the Agency. Several overseas surveys are planned. Estimated coverage for the current year is as follows:

<u>Organization</u>	<u>Number of Positions</u>
DDS	
DDI	
DDP	
DDS&T	
TOTAL	

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STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

The annual review of Staffing Complements will equal or exceed that for the preceding year, approximately [REDACTED] 25X9A2

PLANNING PAPERS

Planning Paper review is expected to run about the same as the preceding year, approximately [REDACTED] positions.

25X9A2 AVERAGE GRADE MAINTENANCE

This function will continue with upgradings compensated where possible by downgrading at approximately the same grade levels.

PAY CHANGES

Approximately the same number of pay changes is estimated as for the preceding year - 30 changes involving 100 titles or rates.

POSITION STANDARDS AND GRADING PLANS

There is less emphasis on this program since most evaluation is by specialized comparison and ranking. Estimated coverage is two standards for 300 positions.

SPECIAL STUDIES AND STAFF SERVICES

This function will continue to be an important part of Division work. The number cannot be predicted but approximately the same proportion of time will be spent, i.e. 40%.

SECTION III. Program Outlook for Budget Year (1 July 1970 - 30 June 1971)

POSITION SURVEYS

Surveys will continue to be directed toward the goal of effective manpower utilization, current documentation, effective grade alignment, and general grade stability. Further overseas surveys are anticipated.

STAFFING COMPLEMENT REVIEW AND DISTRIBUTION

PLANNING PAPERS

AVERAGE GRADE MAINTENANCE

These activities are expected to continue on approximately the same scale in order to maintain effective and efficient organization.

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PAY CHANGES

This function will continue on the same scale.

POSITION STANDARDS AND GRADING PLANS

This function is expected to continue on the same scale as previously.

EXTERNAL WAGE AND SALARY DATA

This function will continue on the same scale as in the past in order to insure that Agency pay and benefits compare favorably with the Federal Government and private industry.

SPECIAL STUDIES AND STAFF SERVICES

This function will continue on the same scale in view of the continuing interest and emphasis on all aspects of compensation and position management practices.

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